



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>WILDLIFE AREA TECHNICIAN III</b>	<b>31</b>	<b>H</b>	<b>1.785</b>
<b>WILDLIFE AREA TECHNICIAN II</b>	<b>29</b>	<b>H</b>	<b>1.786</b>
<b>WILDLIFE AREA TECHNICIAN I</b>	<b>27</b>	<b>H</b>	<b>1.787</b>

**SERIES CONCEPT**

Wildlife Area Technicians may be assigned to work at a wildlife management area, on a water development crew or as a regional utility person. Typical duties involve the maintenance of wildlife habitat by operating light and heavy equipment, controlling water levels in wetland areas, managing vegetation and related activities intended to develop and enhance an environment which will support the State's wildlife species.

Operate bulldozers, excavators, motor graders, paddle wheel scrapers, draglines, diesel trucks and semi-trailers, backhoes, farm tractors, forklifts, and small engine powered equipment and boats to develop, modify and improve habitat for wildlife.

Construct dikes, ditches, roads, nest islands, fields and water control structures; control water levels by measuring water flow rates and temperatures; assess water sources and availability; record use information and ensure adequate supply for waterfowl and other wildlife species.

Manage vegetation in wildlife management areas; farm aquatic plant species and cereal grains; apply fertilizers and herbicides; burn over-abundant plant species; and chop or disc undesirable vegetation to maintain suitable habitat for wildlife.

Collect data and survey wildlife species; count, inventory, identify and classify wildlife according to sex, size or species; trap, band, transport or transplant wildlife as required; operate hunter check stations and record harvest data related to species, sex and size; collect internal organs and body parts for analysis; complete forms and write narratives for analysis by wildlife biologists.

Perform routine maintenance such as cleaning, painting, repairing and rebuilding facilities and equipment; respond to emergency situations; prepare routine records and reports related to work performed; service and repair vehicles and equipment to provide for efficient operation and extended life of equipment and structures.

Maintain security of structures and equipment; patrol areas and lock gates and doors; note violations and report to appropriate authorities.

Provide information to the public by explaining procedures and regulations; give directions, answer questions and lead tours of facilities and wildlife management areas to maintain good public relations.

Construct water catchments; survey selected areas; identify and clear sites for water development construction; note water availability, forage, cover and spacing; load and deliver materials; assemble fiberglass tanks, iron support structures, sheet metal aprons and gutters; bury tank using backhoe, pick and shovel; construct barbed wire fences; complete map locations and installation forms; and maintain or repair catchments in order to enhance wildlife populations in drier locations.

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May assist in caring for fish at fish hatcheries and rearing stations as assigned.

Perform related duties as assigned.

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## **CLASS CONCEPTS**

**Wildlife Area Technician III:** Positions allocated to this class either:

- 1) serve as an assistant to a Wildlife Management Area Supervisor II and perform some administrative duties such as preparing budget estimates and projections; developing or modifying procedures; summarizing data from various reports; scheduling the work of others; providing training to others; and supervising the inspection, construction and/or repair of wildlife water catchment devices in addition to performing the full range of duties outlined in the series concept; or
- 2) conduct investigations and assess damages caused by wildlife on private property and public lands; recommend appropriate courses of action to mitigate or resolve those problems; gather data for wildlife and habitat studies conducted by Biologists; and independently conduct wildlife surveys and inventories to determine a population's composition, productivity, reproductive status and condition in order to assist Biologists in making recommendations regarding hunting seasons. Incumbents also work closely with Biologists and organize wildlife and habitat surveys, identify survey areas and schedule required personnel, equipment and supplies; collect data using a variety of techniques and equipment such as field observation, helicopter and fixed-wing aircraft, population marking, and tagging.

**Wildlife Area Technician II:** Positions allocated to this class perform the full range of duties outlined in the series concept. This is the journey level in the series.

**Wildlife Area Technician I:** Positions allocated to this class receive training in performing all or part of the duties outlined in the series concept. This is the trainee level in the series.

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## **MINIMUM QUALIFICATIONS**

### **SPECIAL REQUIREMENTS:**

- \* A pre-employment criminal history check and fingerprinting is required.
- \* Pursuant to NRS 284.4006, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* Positions in this series are required to obtain and maintain a valid Nevada commercial driver's license with tanker endorsement and air brake certification within six months of appointment.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and five years experience in maintenance, farming or construction, two of which included experience in maintaining lands for wildlife, managing water levels and manipulating water flow, maintaining and/or constructing equipment and facilities, and surveying wildlife by counting and taking inventory of species; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Wildlife Area Technician II in Nevada State service. (See *Special Requirements*)

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### MINIMUM QUALIFICATIONS (cont'd)

#### WILDLIFE AREA TECHNICIAN III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Ability to:** acquire, organize and schedule equipment, materials, and personnel to effectively accomplish projects in wildlife management areas or water developments in various remote locations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency accounting and budgeting processes needed to prepare budget estimates and monitor expenditures; State purchasing policies and procedures; federal and State laws and regulations as well as agency policies and procedures related to management of the State's wildlife; principles of training and providing work direction to others. **Ability to:** assist the Wildlife Area Supervisor in day-to-day operation of assigned wildlife management areas.

#### WILDLIFE AREA TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience in maintenance, farming or construction, one of which was maintaining lands for wildlife, constructing dikes, ditches or roads; applying fertilizers; managing water levels and manipulating flow of water; maintaining equipment and structures by cleaning, painting, repairing and rebuilding structures; and collecting data and surveying wildlife by counting and inventorying species; and/or constructing and/or repairing wildlife water catchment devices; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Wildlife Technician I in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** safety procedures used in the operation of large and small motorized equipment; specialized tools and equipment such as carpentry and mechanics' hand and power tools, gas and arc welding equipment, chain saw, table saw, hoist and steam cleaners. **General knowledge of:** biological science related to wildlife and habitat; maintenance and repair of facilities, equipment, grounds and vehicles; specialized technical equipment and operation of heavy equipment used in wildlife management area or water development projects. **Skill in:** operating large and small motorized equipment and using hand and power tools for maintenance and repairs to facility structures, equipment and grounds. **Ability to:** operate light and heavy motorized equipment; observe, identify and report the activities and conditions of wildlife species and their habitat; trap, capture, immobilize, treat or transport mammals, birds and other wildlife; conduct basic field studies such as counting, tracking, identifying and reporting on a variety of wildlife or habitat conditions; identify potential disease, parasites or other problems in wildlife or related habitat; identify corrective measures needed to protect, promote, or enhance wildlife or habitat management; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** federal and State laws and regulations as well as agency policies and procedures which pertain to wildlife.

#### WILDLIFE AREA TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in maintenance, farming or construction work; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

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### MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** basic mechanical servicing procedures such as oil change, lubrication and basic tune-ups to service vehicles and mechanical equipment. **General knowledge of:** plumbing, electrical, masonry or carpentry as needed to assist in construction and maintenance of facilities and structures and equipment related to wildlife area management or water development projects; basic mathematics including percentages and ratios. **Skill in:** using hand and power tools. **Ability to:** read and follow written procedures and instructions; operate light and heavy equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Wildlife Area Technician II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>1.785</u>	<u>1.786</u>	<u>1.787</u>
ESTABLISHED:	7/1/87P 10/17/86PC	7/1/87P 10/17/86PC	7/1/87P 10/17/86PC
REVISED:	5/20/88-3	5/20/88-3	
REVISED:	3/3/89-3	3/3/89-3	3/3/89-3
REVISED:	7/11/89-3R 12/14/89PC		
REVISED:	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC
REVISED:	8/7/03R 3/19/04PC	3/19/04PC	3/19/04PC
REVISED:	3/16/12PC	3/16/12PC	3/16/12PC
REVISED:	5/18/12PC	5/18/12PC	5/18/12PC